~~SECRET~~
~~EYES ONLY~~

D R A F T
RSWattles: 18 Sept 70

MEMORANDUM FOR THE RECORD

SUBJECT: Applicant Drug Use

1.   We have agreed that while each applicant case must be considered
as a separate case the following standards generally will be applied in
evaluating suitability of applicants who use drugs:

First, any reported or found use of hard drugs, i.e., the opiates,
LSD, mescaline, amphetamine, etc., will be grounds for automatic
disqualification.   Second, there are degrees of marijuana use which
should be treatet as follows: The applicants who reports in the
appropriate item on the Personal History Statement that he has used
marijuana in the past essentially in an experimental way will, other
things being equal, be accepted for processing.   He will, however,
be warned by Security during the EOD process that repeated use after
entrance on duty will result in his dismissal.   The applicant whose
statement on the PHS reflects continued and habitual use of
marijuana will be disqualified.   The applicant whose statement
indicates a circumstance someplace between an experimental use and
a habitual use will be asked by me by letter to describe in greater
detail the circumstances and conditions, on the basis of the response
to which I will decide for or against processing.   The individual who
is found to have used marijuana after having made formal application
to the Agency will be warned by me that his employment is probationary;
he will be warned by Security ~~then~~ of the penalties which will follow

should he repeat his use, and he will be specifically referred to

the Medical Staff to determine whether this applicant's

injudiciousness is grounds for a serious questioning of his

medical suitability.

2. We will each ensure that the necessary key officers in our

applicant processing mechanism will be briefed in accordance with

this memorandum.

Robert S. Wattles
Director of Personnel

Distribution:
    Orig - D/Pers Policy File
        1 - Director of Medical Services
        1 - Director of Security
        1 - D/Pers Subject File